

## **STUDENTS**

### **Intradistrict Transfers Open Enrollment**

#### **I. Intradistrict Attendance Transfer Requests**

- A. Parents/guardians of any student who resides within the Cambrian District boundaries may request attendance at any District school.
- B. Students whose residence is out of the District and currently attending a Cambrian charter school and who would like to request an Intradistrict transfer to Bagby or Steindorf must also obtain an approved interdistrict transfer by their district of residence. (cf. 5117 Interdistrict Attendance Agreement)
- C. Intradistrict Transfer Requests must be made by March 1<sup>st</sup> in the school year prior to the year for which enrollment is sought.
- D. Parents/guardians assume all responsibility for transportation and/or the safety of the student in traversing routes or crossings not in normal attendance patterns.

#### **II. Open Enrollment**

- A. The Open Enrollment period opens ~~in~~ **on 4th Monday in** January and will close by 5 PM on March 1<sup>st</sup> or nearest weekday, for next school year. Only during this period, parents/guardians of students may apply to attend district schools outside their attendance area.
  - 1) Students currently attending a Cambrian School can request movement to any other Cambrian School using an Intradistrict Transfer Request Form. Request forms will be available at all school site offices, the Cambrian District office and on the Cambrian District website under the 'Enrollment' tab.
  - 2) All requests must be submitted to the Cambrian School District office by March 1<sup>st</sup> at 5 PM or nearest weekday during the Open Enrollment period.
  - 3) Incoming students (not currently attending a Cambrian School) will request their school of choice while registering using Cambrian's online registration system.
  - 4) Requests made after March 1st shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

#### **III. Approval of Requests**

- A. Requests made for the next school year by March 1st are honored automatically if the resulting total number of students is less than 96% of the grade level/school's capacity.

- B. Depending upon lottery number, enrollment requests may be accepted or placed on waiting list status.
- C. All students enrolled under this policy shall be subject to being returned to their home school pursuant to Item XI below.
- D. Requests made after March 1st shall be on a waiting list and shall be numbered consecutively beginning with the number after the last lottery number assigned.
- E. Students with Independent Education Plans (IEP) must have the approval of the Director of Student Services prior to entering the lottery to ensure program space or services are available at the Cambrian School requested.

#### **IV. Notification**

- A. The Superintendent or designee shall provide written notification to applicants as to whether their application has been approved, denied, or placed on a waiting list.
- B. Approved applicants must confirm their placement within 10 school days.
- C. If an Intradistrict request is denied, the reason for denial shall be stated.

#### **V. Lottery**

If the number of requests exceeds the available space in the school or in a grade level within a school, a priority and lottery system will determine the order in which students will be admitted to those schools that have more applicants than space available. The first ~~name~~ **student number** drawn using the priority and lottery system will be the first student admitted as space occurs.

Waiting list students will be notified when a space becomes available until October 15th. Lists will be terminated after October 15th.

If space is not available at the requested school, Cambrian resident students will be automatically enrolled in a school within his/her attendance area.

Out of district, students on the waiting list should enroll in their district of residence.

Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

#### **VI. Lottery Process**

- A. The lottery will be a random selection conducted by the district on or before the last week in May.

- B. A public announcement of the date and time of the lottery will be posted on the Cambrian District website, at least one week prior to the lottery, so participants may attend if desired.
- C. Written results of the individual student's rank according to the lottery will be emailed to involved families prior to the end of the school year.
- D. To protect the privacy of all involved students, no document will be distributed listing the names of these students.

## VII. Lottery Priorities

Priorities will determine the order in which students are assigned to schools.

- A. First Priority:
  - Siblings of students who **currently attend the requested school and will be attending returning** the following school year that reside within the attendance area ~~and or~~
  - Children of Cambrian School District employees who work for a minimum of 20 hours per week at the school site that is being requested, ~~and-or~~
  - Employees who work at multiple school sites or work at the District Office location may request their children to attend any one of the Cambrian School sites.
- B. Second Priority:
  - New students who reside in the schools' attendance area ~~and-or~~
  - Students with resident status in the Cambrian School District.

(cf. 5111.1 District Residency)
- C. Third Priority:
  - Siblings of students who reside out of the district boundaries and whose sibling is currently attending the requested school and will be returning the following school year.
- D. Fourth Priority:
  - All students whose residence is out of the district. ~~wanting to attend a Charter School or an Interdistrict transfer.~~
    - Students requesting a transfer to Bagby or Steindorf must also obtain an approved Interdistrict transfer from their district of residence. (cf. 5117 Interdistrict Attendance Agreement)

## VIII. Multiple Child Provision

If a family participating in Open Enrollment has twins, triplets... the number pulled for the family will be assigned consecutively for the next twin, triplet ...sibling. For instance, if there are twins and the number 10 is selected for the family in the lottery, they will be assigned 10 and 11, with then next number drawn being designated 12.

## IX. Waiting Lists

All waiting lists established by a lottery will be terminated on October 15<sup>th</sup> of each school year. No Intradistrict transfers will be accommodated for the school year after October 15th. The Superintendent may authorize emergency transfers at his/her discretion.

## X. Return of Student to Home School

- A. A student accepted under an Intradistrict transfer may be returned to his/her home school after the first day of school, if enrollment of an attendance area student would result in a regular education class exceeding grade level capacity or other extenuating circumstances.
- B. Students shall be returned based upon their lottery number; for example, the enrolled pupil with the highest number or date of application will be returned first.
- C. Continued enrollment is assured for the balance of the school year *after* the first week of school (except in extenuating circumstances).
- D. Students placed through Open Enrollment relinquish their right to attend their attendance area school until the next Open Enrollment period. During the Open Enrollment period, students may request to return to their attendance area school.
- E. Transfer requests **back to an their school of** attendance area ~~school~~ made at times other than during the Open Enrollment period will be given the same consideration as all other transfer requests **and approved if an opening occurs.**

## XI. “Closed” Enrollment

A grade level at any school site may close to Intradistrict Transfers when the enrollment for the grade level is at capacity.